



WASHOE COUNTY

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HR _____
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STAFF REPORT

BOARD MEETING DATE: December 8, 2015

DATE: November 17, 2015
TO: Board of County Commissioners
FROM: John Listinsky, Director of HR/Labor Relations
328-2089, jlistinsky@washoecounty.us
THROUGH: Joey Orduna Hastings, Assistant County Manager
328-2000, jhastings@washoecounty.us
SUBJECT: Recommendation to approve a request for reclassification of a vacant Property Program and Fiscal Control Manager, pay grade Q, to an Administrative Secretary, pay grade J (Community Services), as evaluated by the Job Evaluation Committee, and elimination of unused or obsolete job classifications as listed in Exhibit 1. Net annual savings is estimated at \$39,877. (All Commission Districts)

SUMMARY

Recommendation to approve a request for reclassification of a vacant Property Program and Fiscal Control Manager, pay grade Q, to an Administrative Secretary, pay grade J (Community Services), as evaluated by the Job Evaluation Committee, and elimination of unused or obsolete job classifications as listed in Exhibit 1. Net annual savings is estimated at \$39,877.

Washoe County Strategic Objective supported by this item: Valued, engaged employee workforce.

PREVIOUS ACTION

Periodically, the Board approves reclassifications as necessary during the fiscal year to support department reorganizations and realignment of resources to improve efficiency and effectiveness.

The Job Evaluation Committee (JEC) meets at least once a month to evaluate new positions and reclassification requests from departments within the County. Appeals and management level requests are sent to the HAY Group for review and evaluation.

On October 27, 2015, the Board approved reclassification requests of a Personal Property Field Representative to Collections Analyst, an Administrative Secretary to Legal Secretary, a Hydrogeologist II to Hydrogeologist, an Office Assistant II to Department Systems Technician, an Administrative Assistant II to Administrative Assistant I, a Human Resource Analyst II to a Senior Human Resource Analyst, a Human Resources Specialist II to a Training and Development Specialist, a Senior Human Resource

AGENDA ITEM # 611

Analyst to an Employee and Labor Relations Manager, and the elimination of several obsolete job classifications.

On September 22, 2015, the Board approved reclassifications of Lead Animal Control Officers to Animal Services Field Supervisors, Animal Services Kennel Assistants to Animal Services Kennel Supervisors, an Animal Services Supervisor to Program Coordinator, an Office Support Specialist to Office Assistant II, a Fiscal Compliance Officer to Fiscal Cost Allocation Officer, a Technology Systems Administrator Specialist to Technology Systems Administrator II, an E-Government Information Officer to a Media and Communications Specialist, and the elimination of several obsolete job classifications.

On July 14, 2015, the Board approved the reclassification of a Principal Fiscal Analyst to Budget Manager.

On June 23, 2015, the Board approved reclassifications of a Building System Controls Specialist to a Building Operations Project Manager and a Senior Public Services Librarian to a new Assistant Library Director classification.

On April 28, 2015 the Board approved both new and reclassification requests submitted and evaluated by the JEC during the FY 15/16 annual budget process.

BACKGROUND

Washoe County Code 5.098 (4) provides that all recommendations made by the Job Evaluation Committee for the creation of a new classification, reclassification, abolishment of an existing classification, consolidation of classifications, alternation of existing classifications, or where there is a fiscal impact, must be forwarded to the Board of County Commissioners for final action.

Reclassification of Existing Positions:

Department	Current Job Class	Recommended Job Classes	Annual Cost
Community Services	Property Program and Fiscal Control Manager, pay grade Q (\$33.66 - \$43.73)	Administrative Secretary, pay grade J (\$22.26 - \$28.92)	(\$39,877)

Community Services

The Property Program and Fiscal Control Manager position was formerly assigned to Washoe County's Public Works Department. With the consolidation and resulting Community Services Department, the position is no longer necessary at this pay grade. Staff within Community Services can absorb many of the duties previously conducted by the Property Program and Fiscal Control Manager position, and other administrative duties currently being shouldered by professional and technical staff will transition to the new Administrative Secretary position to provide consistent administrative support.

FISCAL IMPACT

The overall FY 15/16 fiscal impact for this reclassification will result in an estimated savings of \$39,877 for the Community Services department. There is no fiscal impact for the elimination of unused job classifications.

RECOMMENDATION

Recommendation to approve a request for reclassification of a vacant Property Program and Fiscal Control Manager, pay grade Q, to an Administrative Secretary, pay grade J (Community Services), as evaluated by the Job Evaluation Committee, and elimination of unused or obsolete job classifications as listed in Exhibit 1. Net annual savings is estimated at \$39,877.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

Move to approve a request for reclassification of a vacant Property Program and Fiscal Control Manager, pay grade Q, to an Administrative Secretary, pay grade J (Community Services), as evaluated by the Job Evaluation Committee, and elimination of unused or obsolete job classifications as listed in Exhibit 1. Net annual savings is estimated at \$39,877.

EXHIBIT 1
JOBS TO BE DELIMITED (12/08/2015 BCC Staff Report Attachment)

JOB CLASS #	JOB TITLE	BU	GRADE
60000341	PROPERTY PROGRAM & FISCAL CONTROL MANAGER	Y	QQ
60015876	DEPUTY DIRECTOR OF WATER RESOURCES	C	UU
60017353	DIVISION DIRECTOR PROGRAMS AND PROJECTS - CSD	C	TT
60015375	FIRE SERVICES COORDINATOR (ER)	C	ERR
60017176	MANAGEMENT ANALYST (SO)	Y	NN